

TOWN COUNCIL

STAFF REPORT Department of Administration



MEETING DATE:	April 12, 2016
PROJECT:	Consideration of an Amendment to Ordinance No. 2015-14 Fiscal Year 2016 Budget, Section 3 Establishment of a Master Fee Schedule to Include Rental of the Facilities at Oyster Factory Park – Final Reading Reading & Public Hearing
PROJECT MANAGER:	Scott Marshall, Deputy Town Manager

REQUEST: Town Council approval of Final Reading of an Ordinance amending the Fiscal Year 2016 Budget, Section 3 Establishment of a Master Fee Schedule to include rental of the facilities at Oyster Factory Park.

BACKGROUND: The Town of Bluffton and Beaufort County originally entered into an Agreement in 2004 that allowed for the joint use and shared expenses associated with Oyster Factory Park. As part of the 2015 Strategic Plan, Town Council established Oyster Factory Park Master Plan amendment and funding strategy as a top priority. In this regard, the Strategic Plan Action Plan listed establishing a Modified Agreement that clarified maintenance and ownership responsibilities between the Town and County as a milestone activity.

On September 8, 2015, Town Council voted to approve the Modified Agreement between the Town and County regarding the operations of Oyster Factory Park. The Modified Agreement transfers responsibilities and provisions for the management, maintenance, and improvements for the Oyster Factory Park from the County to the Town. This includes managing the rentals of the park and its facilities to the public.

In preparation for the transfer of park operations and rental management to the Town, the Town must adopt a rental fee for inclusion in the Town's Master Fee Schedule as part of the Fiscal Year 2016 Budget. This action will require an amendment to Ordinance No. 2015-14 Fiscal Year 2016 Budget, Section 3 Establishment of a Master Fee Schedule.

INTRODUCTION: To establish a proposed rental fee schedule for Town Council's consideration, Town Staff gathered park and facility rental fee information for comparable venues including Rotary Community Center, Beaufort County Parks and Leisure Services (PALS), Town of Hilton Head Island, Coastal Discovery Museum at Honey Horn, City of Savannah and Charleston County, among others.

Additionally, to gain insight into current operations and to receive feedback on "lessons-learned" for consideration, Town Staff met with Beaufort County Parks and Leisure Services (PALS) Staff and a representative of D & L Seafood Corporation on November 16, 2015 to discuss the following:

- current park rental fees,
- special event considerations,
- current park operations and maintenance, and
- existing park rules.

Based upon the rental fee analysis and the meeting with PALS and D & L Seafood Corp., Town Staff proposed for Council's consideration a rental fee structure for Oyster Factory Park during the January 12, 2016 Town Council meeting. Town Council directed Staff to garner additional public input. Staff met again with a representative of D & L Seafood on January 14, 2016. At the on February 11, 2016 Strategic Planning session, Town Council directed Staff to reduce the rental rates for Oyster Factory Park. Following this direction, Town Staff lowered the proposed rental rates. Thus, Town Staff proposes the following rental fee schedule for Oyster Factory Park:

Oyster Factory Park

Item/Description	Basis	Fee
Reservation of Park East of Wharf Street		
Rental Fee	Per Day	\$300.00
Less than Full Day	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day	4-Hour Block	\$75.00
Security Deposit	Per Rental	\$100.00
Reservation of Park West of Wharf Street		
Rental Fee	Per Day	\$100.00
Less than Full Day	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> • Non-Profit organizations must be in good standing with the South Carolina Secretary of State and all ticket, food, beverage, and other revenue generated from the use of the facility is returned to the non-profit organization. The Town Manager may deny this waiver to any person or organization attempting to circumvent these requirements. • The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton. • Per day includes rental of the park area from sunrise to sunset unless an events permit has been issued. • Set-up and clean-up must occur during rental time period. • Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. • A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized. • For security service, the applicant must use the Town's approved security contractor. • No open alcoholic beverage containers are permitted in the park west of Wharf Street. • All posted park rules shall apply. 		

The proposed fee structure is comparable to that currently charged by Beaufort County PALS and takes into consideration non-profits, adjacent lawn area surrounding the Garvin House, and associated costs and impacts. Below is a table comparing the proposed Town of Bluffton rental rates and the current rates charged by PALS:

Fee Category	Town of Bluffton (Proposed)		Beaufort County PALS (Existing)
	Reservation of Park West of Wharf Street (Garvin House Lawn)	Reservation of Park East of Wharf Street (Pavilion/Restrooms)	
Rental Fee	\$100/Day \$50/4-Hour Block	\$300/Day \$150/4-Hour Block	\$500/Day \$75/3 Hours
Rental Fee – Non-Profit	\$50/Day \$25/4-Hour Block	\$150/Day \$75/4-Hour Block	N/A
Additional Days/Hours	N/A	N/A	\$100/Day \$20/Hour
Security Deposit	\$100/Event	\$100/Event	\$200/Event
Special Event Additional Security Deposit	N/A	N/A	\$500/Event
Special Event Cleaning Fee	N/A	N/A	\$150/Day

NEXT STEPS: Approval of the proposed rental fee schedule will require an amendment to Ordinance No. 2015-14 Fiscal Year 2016 Budget. As such, two readings by Town Council are necessary. The timetable for transfer of operations and maintenance of Oyster Factory Park follows:

Schedule	Status
Step 1. Modification Agreement between County and Town for Oyster Factory Park. (September 8, 2015)	✓
Step 2. Town Council Workshop on proposed rental fee for Oyster Factory Park. (January 12, 2016)	✓
Step 3. Town Staff and D & L Seafood Corp staff discuss proposed rental fees. (January 14, 2015)	✓
Step 4. Town Council Strategic Plan direction on proposed rental fee for Oyster Factory Park. (February 11, 2016)	✓
Step 5. Ordinance adopting Rental Fees – First Reading. (March 8, 2016)	✓
Step 6. Finalize paperwork for lease transfer, insurance coverage, utility transfer and begin outreach for impending transfer of operations to the Town.	✓
Step 7. Ordinance adopting Rental Fees – Final Reading & Public Hearing.	April 12, 2016
Step 8. Finalize transfer and assume operations and maintenance.	April 15, 2016

ATTACHMENTS:

1. Ordinance
 - a. Exhibit A: Amended Master Fee Schedule FY 2016
2. Park and Facility Rental Fee Comparison

ORDINANCE NO. 2016-__**TOWN OF BLUFFTON, SOUTH CAROLINA****TO AMEND THE BUDGET ORDINANCE FOR THE TOWN OF BLUFFTON, SOUTH CAROLINA FOR THE FISCAL YEAR ENDING JUNE 30, 2016 TO PROVIDE FOR AN AMENDMENT OF THE MASTER FEE SCHEDULE.**

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the budget, which includes the Town's Master Fee Schedule, on June 9, 2015; and

WHEREAS, the Town Council desires to establish new fees related to Oyster Factory Park facilities and add these fees to the Master Fee Schedule portion of the adopted Budget for the fiscal year ending June 30, 2016.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:

SECTION 1. AMENDMENT. The Master Fee Schedule portion of the adopted Budget for the fiscal year ending June 30, 2016 Section IV – Recreation Fees is hereby amended to add fees for Oyster Factory Park as detailed in the revised Master Fee Schedule, which is attached and incorporated as Exhibit A.

SECTION 2. SEVERABILITY. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective upon its enactment by the Town Council for the Town of Bluffton.

DONE, RATIFIED AND ENACTED this _____ Day of _____, 2016.

This Ordinance was read and passed at First Reading on _____, 2016.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Sandra Lunceford
Clerk, Town of Bluffton, South Carolina

A Public Hearing was held on this Ordinance on _____, 2016.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Sandra Lunceford
Clerk, Town of Bluffton, South Carolina

This Ordinance was passed at Second and Final Reading held on _____, 2016.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

Sandra Lunceford
Clerk, Town of Bluffton, South Carolina

Master Fee Schedule – FY2016

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees
Section IV	Recreation Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Stormwater Management Fees

Master Fee Schedule – FY2016

Section I – Miscellaneous Fees

Item/Description	Basis	Fee
Printing, Reproduction, Documents		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$ 0.20
Color Photocopies	Per Page	\$ 0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$ 0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$ 6.00
CD Copy	Per Disc	\$ 5.00
Staff Time making copies (no less than a 30 minute charge)	Per Hour	\$ 25.00
Election Fees		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
Finance Fees		
NSF Returned Check Fee	Per Check	\$ 30.00
Old Town Business Directional Sign Fees Sign Production & Installation	Per Sign	At Cost

Section II – Police Department Fees

Item/Description	Basis	Fee
Police Services		
Fingerprinting, Civilian – Resident	Per Set	\$ 20.00
Fingerprinting, Civilian – Non-resident	Per Set	\$ 30.00
Off-Duty Police Officer	Per Hour, Per Officer	\$ 40.00
Police Reports, Photocopies & Records		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$ 5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$ 10.00
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
Police Permits		
Precious Metal Permit	Allowed by State Law	\$ 50.00

Section III – Business License Fees

Item/Description	Basis	Fee
Taxation Fees		
Hospitality Tax Fees	Per Quarter or Month	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

Master Fee Schedule – FY2016

Section III – Business License Fees Continued

Business License Tax Schedule

Rate Class	Resident/ Non-Resident	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	N/A	\$ 50.00	\$ 1,000.00	\$ 2.00
2	N/A	\$ 70.00	\$ 5,000.00	\$ 2.00
3	N/A	\$ 50.00	\$ 5,000.00	\$ 4.00
4	N/A	\$ 50.00	\$ 5,000.00	\$ 2.00
5	N/A	\$ 50.00	\$ 5,000.00	\$ 1.00
6	N/A	\$ 30.00	\$ 5,000.00	\$ 2.00
7	N/A	\$ 50.00	\$10,000.00	\$ 2.00
8	N/A	\$100.00	\$10,000.00	\$ 4.00
9	N/A	\$ 50.00	\$15,000.00	\$ 2.00
10	N/A	\$ 50.00	\$20,000.00	\$ 2.00
11	N/A	\$ 50.00	\$25,000.00	\$ 2.00
12	N/A	\$ 50.00	\$25,000.00	\$ 1.00
13	N/A	\$ 50.00	\$50,000.00	\$ 1.00
14	N/A	\$ 50.00	\$ 2,000.00	\$ 2.00
15-A	Resident	\$ 50.00	\$25,000.00	\$ 0.50
15-B	Non-Resident	\$ 70.00	\$25,000.00	\$ 0.50
16	N/A	\$ 70.00	\$50,000.00	\$ 2.00
17-A (Subcontractor)	Resident	\$ 50.00	\$20,000.00	\$ 1.00
17-B (Subcontractor)	Non-Resident	\$100.00	\$20,000.00	\$ 1.00
17-C (General Contractor/ Home Builder	Resident	\$100.00	\$25,000.00	\$ 1.00
17-D (General Contractor/ Home Builder	Non-Resident	\$200.00	\$25,000.00	\$ 1.00
18-A	Resident	\$ 30.00	\$30,000.00	\$ 2.00
18-B	Non-Resident	\$ 50.00	\$ 5,000.00	\$ 2.00
19	N/A	\$100.00	\$50,000.00	\$ 1.00
20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20	Note: See Below for Rate Class 20
25 – Non Profit	N/A	N/A	N/A	N/A

Rate Class 20 – Miscellaneous Businesses

Rate Class	Miscellaneous Businesses	Fee	NAICS Codes
20-A	Funeral Homes and Funeral Services: Gross Income Not Exceeding \$75,000.00 Each Additional \$1,000.00 or Fraction Thereof	\$ 100.00 \$ 2.00	812210
20-B	Bootblack/Shoeshine Stands (Not in connection with Barbershops): Gross Income Not Exceeding \$2,000.00 Each Additional \$1,000.00 or Fraction Thereof	\$ 10.00 \$ 4.00	812990

Master Fee Schedule – FY2016

Section III – Business License Fees Continued

Business License Tax Schedule (continued)

Rate Class	Miscellaneous Businesses	Fee	NAICS Codes
	Child Care Business (including For Profit Day Care Centers, Kindergartens, and the Like):		624410
20-C	Family Child Care Home – Capacity up to 6 Children	\$ 30.00	
20-D	Group Child Care Home – Capacity of 7-12 Children	\$ 40.00	
20-E	Child Care Center – Capacity of 13 or more Children	\$ 50.00	
20-F	Cemeteries and Crematories:		81220
	Gross Income Not Exceeding \$75,000.00	\$ 100.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-G	Other Performing Arts Companies (Carnival, Circus or Similar Show):		711190
	Per Week with Location Approved by Council and Chief of Police	\$ 400.00	
20-H	Dances (Public, where an admission is charged except where sponsored by a non-profit organization):		713990
	Gross Income Not Exceeding \$200.00	\$ 50.00	
	Each Additional \$100.00 or Fraction Thereof	\$ 2.00	
20-I	Theater Companies and Dinner Theater: Per Day	\$ 55.00	711110
20-J	Motor Vehicle Parts (Used) – Merchant Wholesalers:		423140
	Gross Income Not Exceeding \$2,000.00	\$ 100.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	
20-K	Palmist, Clairvoyant, Phrenologist, and the Like (Location to be Approved by Council):		812990
	Per Day	\$ 220.00	
	Per Year	\$1,000.00	
20-L	Telephone Company (On Business Performed Exclusively within the Town):		443112
	Gross Income Not Exceeding \$50,000.00	\$ 400.00	
	Each Additional \$1,000.00 or Fraction Thereof	\$ 2.00	

Master Fee Schedule – FY2016

Section IV – Recreation Fees

Rotary Community Center

Item/Description	Basis	Fee
Private Event Rental		
Rental Fee (four hour block)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee (for use of deep fryer)	Per Event	\$100.00
Non-Resident Surcharge	Percent	25.00%
Non-Profit Rental		
Rental Fee (four hour block)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
Kitchen Fee (for use of deep fryer)	Per Event	\$100.00
Meeting Rental		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
Rotary Field Rental		
4 Hour Access	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes: <ul style="list-style-type: none"> The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town. All fees will be collected at the Customer Service Center at Town Hall and included with that day's deposit. Applicant will have a one-hour window for set up and one hour for clean-up. Applicant may contract with Town's security contractor (\$42.50) or another security contractor approved by the Town. Security deposit refunds will be mailed to applicants upon inspection and acceptance of the Center after the event. Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency. 		

Master Fee Schedule – FY2016

Section IV – Recreation Fees Continued

Oyster Factory Park

Item/Description	Basis	Fee
Reservation of Park East of Wharf Street		
Rental Fee	Per Day	\$300.00
Less than Full Day	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day	4-Hour Block	\$75.00
Security Deposit	Per Rental	\$100.00
Reservation of Park West of Wharf Street		
Rental Fee	Per Day	\$100.00
Less than Full Day	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes: <ul style="list-style-type: none"> Non-Profit organizations must be in good standing with the South Carolina Secretary of State and all ticket, food, beverage, and other revenue generated from the use of the facility is returned to the non-profit organization. The Town Manager may deny this waiver to any person or organization attempting to circumvent these requirements. The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton. Per day includes rental of the park area from sunrise to sunset unless an events permit has been issued. Set-up and clean-up must occur during rental time period. Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental. A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized. For security service, the applicant must use the Town's approved security contractor. No open alcoholic beverage containers are permitted in the park west of Wharf Street. All posted park rules shall apply. 		

Section V – IT/GIS Department Fees

Item/Description	Basis	Fee
GIS Mapping Services – Existing Maps		
11" X 17" (Tabloid Size) Printed and Trimmed	Per Map	\$ 10.00
34" X 44" (E-Size) Printed and Trimmed	Per Map	\$ 25.00
GIS Mapping Services – Custom Maps		
Anything up to Size 34" X 44" (E-Size) Printed and Trimmed	Per Hour	\$ 35.00
Bluffton Street and Address Atlas		
79 Double Sided 11" X 17" Bound Pages	Per Book	\$100.00

Master Fee Schedule – FY2016

Section VI – Growth Management Fees

Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$ 35.00
	\$2,001 - \$3,000	\$ 38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$ 35.00
	\$1,001 - \$2,000	\$ 70.00
	\$2,001 - \$3,000	\$ 77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Application Fees		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
Manufactured Homes	Each	\$ 25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$ 50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$ 50.00
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00

Master Fee Schedule – FY2016

Section VI – Growth Management Fees Continued

Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
Application Fees Continued		
Safety Inspection	Each	\$100.00
Surety Deposit-pool/spa/irrigation (returned upon approved final inspection)	Each	\$200.00
Residential Plan Remarking	Each	\$ 50.00
Commercial Plan Remarking	Each	½ of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2
Single Family Plans Check Fee (charged only if permit is withdrawn after issuance)	Each	\$50.00 or 10% of permit fee, whichever is greater
<p>Additional Notes:</p> <ul style="list-style-type: none"> • Waiver of Fees. <ul style="list-style-type: none"> ○ Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver. ○ Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed. ○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town. • Plan checking fees. <ul style="list-style-type: none"> ○ When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75) percent of the building or miscellaneous permit fee. ○ Single-family homes are exempt from the above requirements; however, any single-family permit application which is validated and subsequently withdrawn shall be assessed a fifty dollars (\$50.00) fee or ten (10) percent of the building permit fee whichever is greater. ○ All plan checking fees are nonrefundable. ○ A fee of fifty dollars (\$50.00) shall be charged for all remarking/rechecking of single family plans. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less. • Surety deposits. <ul style="list-style-type: none"> ○ Surety deposits for swimming pool, spa or irrigation permits will be returned to the customer upon final inspection approval and submission of any required paperwork. • Residential HVAC change out permits do not include duct work. • Additional details regarding fees are contained in Article 5, Section 5 of the Municipal Code of the Town of Bluffton. 		

Master Fee Schedule – FY2016

Section VI – Growth Management Fees Continued

Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00

Master Fee Schedule – FY2016

Section VI – Growth Management Fees Continued

Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town. Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing. In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study. Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary. 		

Master Fee Schedule – FY2016

Section VI – Growth Management Fees Continued

Developmental Agreement Fees

Item/Description	Basis	Fee
Bluffton Village		
Commercial, Retail, and Multi-Family Space		Fee Per Development Agreement
Individual Dwelling Units		Fee Per Development Agreement
Dependency Units		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Buckwalter		
Single Family Residential (SFR) Affordable Housing		Fee Per Development Agreement
SFR < 2,000 sq. ft.		Fee Per Development Agreement
SFR > 2,000 sq. ft. to 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Jones Estate		
Single Family Residential(SFR)		Fee Per Development Agreement
Affordable Housing < \$124,000		Fee Per Development Agreement
SFR < 2,000 sq. ft.		Fee Per Development Agreement
SFR > 2,000 sq. ft. to 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Kent Estates		
Single Family Residential (SFR) < 1,800 sq. ft.		Fee Per Development Agreement
SFR 1,801 – 2,400 sq. ft.		Fee Per Development Agreement
SFR 2,401 – 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00

Master Fee Schedule – FY2016

Section VI – Growth Management Fees Continued

Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
Schultz Tract, New Riverside, Palmetto Bluff		
Single Family Residential (SFR)		Fee Per Development Agreement
Multi Family		Fee Per Development Agreement
Commercial Per Square Foot		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: New Riverside	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Village at Verdier Plantation		
Single Family Residential (SFR) < 1,800 sq. ft.		Fee Per Development Agreement
SFR 1,801 – 2,400 sq. ft.		Fee Per Development Agreement
SFR 2,401 – 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Garvey Preserve		
Dwelling Unit		Fee Per Development Agreement
Non-Residential Per Square Foot		Fee Per Development Agreement
Municipal Improvement Development Fee – All Residential Units Within: Garvey Preserve	Each	\$900.00
Boat Ramp Fee (per dwelling units)	Each	\$225.00
School Improvement Fee (per dwelling units)	Each	\$6,000.00
School Improvement Fee (Commercial use per sq. foot)	Each	\$2.50/sq. ft.
Additional Notes:		
<ul style="list-style-type: none"> Town Council may waive any or all fees if it is deemed in the best interests of the Town. 		

Master Fee Schedule – FY2016

Section VII – Stormwater Management Fees

Residential Land Uses

Residential Type	Equivalent Single Family Units	Fee
Tier 1 – Single Family Unit < 2,521 sq. ft.	0.50	\$ 49.00
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	\$ 98.00*
Tier 3 – Single Family Unit > 7,266 sq. ft.	1.50	\$147.00
Mobile Homes	0.36	\$ 35.28
Apartments	0.39	\$ 38.22
Townhouses	0.60	\$ 58.80
Condominiums	0.27	\$ 26.46
*Equivalent SFU Base Rate for Town of Bluffton - \$98.00		
<p>Non-residential properties are charged the same rate as residential properties. The formula is as follows:</p> <p style="text-align: center;">Total impervious square footage on property divided by 4,906 (one unit median) = X X times \$98 = fee due</p> <p>Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.</p>		

Park and Facility Rental Fee Comparison

Fee Description	Park / Municipality / Organization								
	Rotary Community Center (Town of Bluffton)	Beaufort County PALS	Town of Hilton Head (Island Rec Center & Beaufort County PALS)	Shelter Cove Park (Island Rec Center)	Honey Horn (Coastal Discovery Museum)	City of Savannah	Charleston County	City of Myrtle Beach	City of Aiken
Pavillion / Building Rental	\$400/4 Hrs \$500/Day	\$75/3 Hrs	\$25/3 Hrs	n/a	n/a	\$300-\$600/3 Hrs	\$300-\$725/Day	\$50-\$85/Day	\$50/4 Hrs
Park Rental	\$100/4 Hrs \$150/Day	\$500/Day	\$25/3 Hrs	\$750/Event	\$1,500-\$3,000+/Day	\$300-\$600/3 Hrs	\$250 - \$950/Day	\$125-\$835/Day	\$105-\$180/4 Hours
Additional Days/Hours	\$400/4 Hrs \$500/Day	\$100/Day / \$20/Hr	\$25/3 Hrs	\$750/Event	\$1,500-\$3,000+/Day	\$50-\$1,000/Day	\$250 - \$950/Day	\$125-\$835/Day	\$10-\$20/Hour
Non-Profit Rental	\$200/4 Hrs \$300/Day	No Reduced Rental Rate Provisions Provided	No Reduced Rental Rate Provisions Provided	\$350/Event	10% Discount of Rental Fees	Rental Fees May Be Waived	No Reduced Rental Rate Provisions Provided	No Reduced Rental Rate Provisions Provided	\$30/4 Hrs
Security/Maintenance Deposit	\$150/Event	\$200/Event	n/a	\$1,000/Event	\$500/Day	\$50-\$1,000/Event	n/a	\$200/Event	\$30-\$180/Event
Special Event Additional Security Deposit	n/a	\$500/Event	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Special Event Cleaning Fee	\$100/Event \$100 Kitchen Fee	\$150/Day	n/a	n/a	n/a	n/a	n/a	n/a	\$30-\$180/Event
Tent and Turf Deposit	n/a	n/a	n/a	n/a	n/a	\$150+/Event	n/a	n/a	\$100/Event